

Report to: **Hub Committee**

Date: **19 April 2016**

Title: **DRAFT CALENDAR OF MEETINGS**

Portfolio Area: **Strategy and Commissioning – Cllr Sanders**

Wards Affected: **All**

Relevant Scrutiny Committee: **Overview and Scrutiny Internal Committee**

Urgent Decision: **N** Approval and clearance obtained: **Y**

Date next steps can be taken: The Committee recommendations will be presented to the Annual Council meeting on 10 May 2016 for approval.

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#### **RECOMMENDATION**

**That the Hub Committee RECOMMEND to Council that the Calendar of Meetings for 2016-17 (as presented at Appendix A) be approved.**

#### **1. Executive summary**

1.1 Each year, the Council is required to approve a calendar of meetings for the forthcoming year.

#### **2. Background**

2.1 The Constitution sets out requirements relating to the number and frequency of meetings of Council Bodies. In setting the calendar of meetings each year, the Council can ensure that these requirements are met. It also enables forward planning and avoids meeting clashes.

### **3. Outcomes/outputs**

- 3.1 Set out at Appendix A is the draft calendar of meetings for 2016-17. Whilst the calendar is normally presented to an earlier Council meeting for approval, this was not possible this year due to the Council having only approved the Hub Committee review at its last meeting on 5 April 2016 (Minute CM 61b refers).
- 3.2 In drawing up the calendar of meetings, a number of parameters are set which include:
- Constitutional requirements which, for some bodies, sets the number and frequency of meetings to be held annually
  - The wishes of Members that Tuesdays are seen as Member days and therefore as many meetings as possible are arranged to take place on this day;
  - The wishes of Members to avoid clashes with meetings of other organisations and events where possible;
  - The wishes of Members to avoid meetings during school holidays where possible;
  - Financial timescales and requirements; and
  - Attempting to ensure that Council and Hub Committee meetings are held in close proximity to the equivalent meetings at South Hams District Council.
- 3.3 It should be noted that the calendar only lists those meetings which can or need to be programmed (for constitutional, financial or other reasons). Meetings of other Council bodies such as task and finish groups arising from the work of the Scrutiny Committees can be programmed on an ad-hoc basis.
- 3.4 Members will note that the draft Calendar already includes provision for Special Council meetings to be held on 28 June 2016 and 26 July 2016. These meetings have been scheduled at the request of lead officers to consider the proposals in relation to the Local Authority Controlled Company (28 June) and the Leisure Review (26 July).
- 3.5 Members may also note that the previously scheduled date of 21 June 2016 for P&L Committee has had to be changed as a result of the EU Referendum. The Committee will now take place on 28 June, 2016.

### **4. Options available and consideration of risk**

- 4.1 By approving the calendar of meetings each year, the Council will avoid potential Member meeting clashes and ensure that the Constitutional requirements are provided for, and Members wishes, where possible, are taken into account.

## 5. Proposed Way Forward

5.1 Approval of the calendar of meetings will prevent meeting clashes and ensure that Constitutional requirements are met.

## 6. Implications

Implications	Relevant to proposals Y/N	Details and proposed measures to address
Legal/Governance	Y	Statutory Powers – Local Government Act 1972
Financial	N	There are no direct financial implications
Risk	N	These are addressed in the body of the report
Comprehensive Impact Assessment Implications		
Equality and Diversity	N	Not applicable
Safeguarding	N	Not applicable
Community Safety, Crime and Disorder	N	Not applicable
Health, Safety and Wellbeing	N	Not applicable

## Supporting Information

### Appendices:

A: Calendar of meetings 2016-17